



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5723.1G  
3AT

24 NOV 1990

STATION ORDER 5723.1G

From: Commanding Officer  
To: Distribution List

Subj: AIR STATION MONTHLY VISITOR, SPECIAL AND VIP TOURS

Ref: (a) SECNAVINST 5720.44A

1. Purpose. To establish monthly visitor tours for civilian groups, VIPs, schools, etc., desiring to visit the Air Station.

2. Cancellation. StaO 5723.1F.

3. Background

a. The reference encourages Commanding Officers to permit visits to installations by civilians whenever operationally feasible. A complete community relations program should include provisions for tours and visits to the installation subject to safety, security and operational considerations. The program should:

(1) Meet the desires of the groups of individuals who want to visit the only aviation facility where both the AV-8B Harrier and the F-5 Tiger II permanently occupy the same flightline.

(2) Minimize the impact of supporting tour requests upon the support units.

b. To meet the increasing requests by civilian groups, individuals, VIPs, etc., the following unique tours are established.

(1) Monthly Visitors Tour. Conducted the third Tuesday of each month, 0900 to 1100, November through March. Parking will be provided at Ramada Field. Visitors will board buses at Ramada Field and be given a windshield tour of the air station. In addition to the windshield tour, visitors will debark the buses at Station Operations, Building 153, where static displays of Search and Rescue (SAR), an AV-8B, an F-5E Tiger Two, Crash Fire and Rescue (CFR), Explosive Ordnance Department (EOD) and MWSS-371 equipment will be set up. A canine demonstration will be set up on field 1232 adjacent to Ramada Field at 1030.

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Visitors will also be afforded the opportunity to eat lunch at the Officer/Staff NCO Club. The South Gate, Loesch Street, will open to the public at 0845 and close at approximately 1130. All tour traffic will be routed to the South Gate via signs.

(2) Special Group Tours. Conducted for veterans associations or civic groups and planned to suit the group. Generally these groups visit the Air Traffic Control tower, CFR, a Harrier squadron, VMFT-401, and see a Provost Marshal Office working dog demonstration. These groups can visit the tower in small sub-groups. Lunch can be purchased in the Mess Hall if arranged prior to the visit, or the group can dine at the Officers/SNCO Club.

(3) VIP Tours. Conducted whenever the need arises. These people or groups can visit the AV-8B simulator, the Tactical Aircrew Combat Training System control room, a Harrier squadron, and/or VMFT-401, and lunch will be available at the Officer/SNCO Club.

#### 4. Information

a. Monthly Visitors Tour. Coordinated through Station PAO every third Tuesday of each month, November through March

##### b. Special Group Tours

(1) This tour will be conducted on a case-by-case basis. A minimum time window of 10 working days in advance of the tour date is requested.

(2) This tour will consist of requests to suit that particular group, e.g.; a demonstration, squadron visit and lunch on Station.

(3) The tour will not be on any particular day of the month, however; weekends and holidays are strongly discouraged.

(4) The entire tour will consist of a maximum three hour time block, to include lunch.

(5) The maximum number of individuals per time block is 50.

(6) Tours for school age children will be limited to sixth grade and above except for CFR tours for fifth grade and below. One chaperone per six children is mandatory.

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c. VIP Tours

(1) This tour will be conducted on a case-by-case basis and may develop within a 24-hour period.

(2) This tour will consist of requests to suit that particular group, e.g.; a tour of the AV-8B simulator, the TACTS control room, a Harrier squadron, and/or VMFT-401. Lunch will be available at the Officer/SNCO Club.

(3) The tour will not be on any particular day of the month, however, weekends & holidays are strongly discouraged.

(4) The entire tour will consist of a maximum three hour time block to include lunch.

(5) The maximum number of individuals per time block will be five.

5. Action

a. The Public Affairs Officer will:

(1) Maintain overall control and coordination of Monthly Visitors, Special Group and VIP tours. Provide an escort for each tour.

(2) Coordinate, on a case-by-case basis, VIP visits of the TACTS Control Room with the TACTS Manager .

(3) Coordinate, on a case-by-case basis, VIP visits of the AV-8B simulators with the S-3 Officer, Marine Aircraft Group-13.

b. The Provost Marshal will:

(1) Provide gate clearance to visiting groups/individuals and direct them to the specified area to meet the tour escort. During Monthly Visitor Tours, open south gate to the public by 0845 and direct visitors to appropriate parking areas at Ramada Field. Gate will be secured at 1130.

(2) During Monthly Visitors Tours, place signs at north and Main Gate directing traffic to the South Gate. Place special event sign at South Gate. Signs will be provided by MWR.

(3) Provide a working dog demonstration for Special Group Tours as requested by the Public Affairs Officer.

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(4) During Winter Visitors Tours, provide a working dog demonstration at 1030 on field 1232, adjacent to Ramada Field.

c. The Motor Transport Officer will:

(1) During Winter Visitors Tours, provide three buses and two drivers for the tour. Two of the buses will be at Ramada Field by 0845. The third bus will be placed on standby in case the number of visitors warrants its use.

(2) Provide transportation, if operational commitments permit, during Special Group and VIP tours as requested by the Public Affairs Officer. Meeting place and time will be coordinated with the Public Affairs Office.

d. The Station S-3 Officer will:

(1) Provide space on the flightline directly in front of Station Operations, Building 153, for static displays of aircraft and equipment for the Monthly Visitors Tours.

(2) Provide a Crash/Fire Rescue vehicle/equipment display and a spokesman in front of Station Operations, Building 153, 1/2 hour prior to the Monthly Visitors Tour.

(3) Provide an Explosive Ordnance Disposal display of ordnance and a spokesman, in front of Station Operations, Building 153, 1/2 hour prior to the Monthly Visitors Tour.

(4) Provide a representative SAR helicopter for static display and a pilot/crew member to act as spokesman, in front of Stations Operations, Building 153, 1/2 prior to the Monthly Visitors Tour.

(5) Coordinate a Crash/Fire demonstration and tours of Air Traffic Control, radar room and tower, for Special Group Tours as requested by the Public Affairs Officer.

e. The Commanding Officer, Marine Aircraft Group-13 will, if operational commitments permit:

(1) Provide an AV-8B Harrier for static display and a pilot to act as spokesman, in front of Station Operations, Building 153, 1/2 hour prior to the Winter Visitors tour. Squadrons may sell their squadron's souvenir items at Ramada Field during the Winter Visitor Tour.

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(2) Make available a tour of a MAG-13 squadron for Special Group Tours as requested by the Public Affairs Officer.

(3) Support a VIP visit with an officer to act as spokesman for the AV-8B simulator as requested by the Public Affairs Officer.

f. The Commanding Officer, Marine Wing Support Group-371 will, if operational commitments permit:

(1) Provide a static display of equipment, in front of Station Operations, Building 153, 1/2 hour prior to the Monthly Visitors Tour.

(2) Provide one bus driver for the Monthly Visitors Tour. The driver will report to Station Motor Transport by 0830 and be placed on standby. Once the number of the visitors has been accessed, the driver will either man a third bus and report to Ramada Field or be secured back to the squadron.

g. The Commanding Officer, Marine Fighter Training Squadron-401 will, if operational commitments permit:

(1) Provide a representative aircraft for static display and a pilot to act as spokesman, in front of the Station Operations, Building 153, 1/2 hour prior to the Monthly Visitors Tour.

(2) Coordinate a tour of VMFT-401 for Special Group Tours as requested by the Public Affairs Officer.

h. The Commanding Officer, Headquarters and Headquarters Squadron, will provide six Marines (corporal and below) as a working party for the Winter Visitors Tour. Working Party needs to report to the Public Affairs Office by 0830, uniform is utilities.

i. Morale Welfare and Recreation Director will:

(1) Set up a table at Ramada Field to sell lunch tickets for the Officer/Staff NCO Club during the Monthly Visitors Tour.

(2) Set up a table at Ramada Field with hot and cold refreshments and pastries for the visitors to purchase during the Monthly Visitors Tour.

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(3) Provide signs for PMO to place at the North and Main Gate stating special event traffic will enter through the South Gate and a sign for the South Gate identifying it as the prime event entrance for the Monthly Visitors Tour.

(4) Ensure Ramada Field is reserved for monthly visitor tours from 0830 to 1130.

(5) Coordinate a Group Tour and/or VIP lunch at the Officer/SNCO Club during normal operating hours as requested by the Public Affairs Officer.

j. The Station Food Services Officer will, if operational commitments permit, coordinate a Group Tour lunch during normal operating hours at the Station Dining Facility as requested by the Public Affairs Officer.

4. Summary of Revision. This order has been substantially revised and should be reviewed in its entirety.

5. Concurrence. The Commanding Officers of MAG-13, MWSS-371 and VMFT-401 concur in and make this Directive applicable to their respective commands.

  
C. J. TURNER

DISTRIBUTION: A

Plus Code: 3AT (15)  
MAG-13  
MWSS-371  
VMFT-401